



## **Meeting Room Policy**

Approved by the Board of Trustees: October 11, 1987  
Reviewed and amended: October 14, 1999; June 19, 2002; February 20, 2003  
Reviewed and approved: December 19, 2013  
Reviewed and amended: March 15, 2018  
Reviewed and amended: November 21, 2019  
Reviewed and amended: October 19, 2023

The Indian Valley Public Library provides meeting room space for library programs and for other meetings and programs of an informational, educational, cultural, or civic nature. The library provides this space as a public service and does not endorse the views or opinions of groups utilizing these facilities.

### **Eligible Meeting Room Use**

1 Library-sponsored activity has priority over all non-library activities held in the meeting rooms. The library, therefore, reserves the right to cancel any scheduled activity up to 24 hours before the scheduled activity, should circumstances warrant the library's need for the space.

2 Meeting rooms can be reserved on a first-come, first-served basis, whether or not a fee for use is involved. The room may be booked no more than twice a month by any organization without permission from the Director.

3 Use of the meeting rooms may be reserved up to six months in advance.

4 Use of the meeting rooms by educational institutions or organizations wishing to charge tuition for instruction must be approved by the Director.

5 Meetings and events held in the meeting rooms, except those approved by the Director, must be open to the public and free of charge.

6 All meetings must be held during the library's hours of operation. Any group wishing additional hours are required to have a staff member's presence at a reimbursement rate set by the Director.

7 Meeting rooms are not available for any of the following reasons:

To hold religious services;

For political campaign events on behalf of a specific candidate

To solicit funds;

As a headquarters for any organization;

As a mailing address;

Or when, in the opinion of the Director, the use of the room might endanger public safety or cause disorder or not align with the purpose and mission of the library.

8 Persons 18 years of age or older may reserve the meeting room.

9 Individuals or those affiliated with human services organizations meeting with minors or vulnerable populations must provide current child abuse clearances at the time of the application for all adults that will be present in the meeting room. IVPL will keep all clearances on file.

## **Fees**

1 The use of meeting rooms is free of charge to non-profit, civic, social, cultural, educational, and government organizations, as long as the meetings or programs they hold are open to the public, free-of-charge, and not held with the intention of generating revenue.

2 Commercial firms needing space for conferences or workshops may reserve the meeting room, with the approval of the Director, at a fee established on an annual basis.

Fee (as of 2020): Up to 3 hours -\$50; 3 hours +- \$75 for individuals (birthday parties, etc)

Up to 3 hours- \$75; 3 hours +- \$100 for commercial use

3 Payment (or a billing arrangement) must be made at the time of reservation. Any group that fails to pay its bill within 30 calendar days of being billed will be denied meeting-room use privileges until the account is cleared.

4 The group using the room shall be responsible to pay the library the cost of repair or replacement, as determined by the Director, of any library items that are broken or damaged and shall hold the library harmless and defend the library from any claims or liabilities caused by the group's use.

## **Procedures**

1. Organizations wishing to reserve a meeting room may make a preliminary request by using the library's booking system or calling the library for assistance.
2. A completed "Application for Meeting Room Use" must be submitted which is then signed by the Director and kept on file at the Reference Desk.
3. The individual applying for the meeting room must agree to the terms and conditions for the use of the room and accept legal and financial responsibility for the room. The applicant will:
  - Complete the Meeting Room Application and sign the Meeting Room Use Agreement.
  - Pay all deposits and rental fees.
  - Provide accurate and complete contact information to the library and serve as the sole point of contact for the library and attendees about meeting room concerns.
  - Attend the meeting and stay in the meeting room from the beginning to the end of the meeting to monitor use and ensure that library policies are followed.
  - Check in with staff prior to the meeting and check out with staff at the end of the meeting to provide the library with a count of the number of attendees and verify that the room has been returned to its original condition.
4. All tables, chairs, and other equipment shall be returned to the location where they were found upon arrival. A group using a room is expected to pick up any litter and properly dispose of all trash, vacuum when needed, and verify that all personal belongings are removed at the conclusion of the use of the room.
5. Abuse of the library's meeting room policies or procedures will result in the withdrawal of the privilege to use the room.
6. A \$20 charge will be assessed if a room is not vacated by the scheduled time.
7. Charges for room use must be paid when the room is reserved.
8. The wall divider may only be moved by library staff.

9. In the event of inclement weather that causes the closing of the library, the rental will automatically be deemed to be canceled too.

### **Room Arrangement and Size**

#### **Maximum occupancy of 109 people**

1 Chairs and tables are available. Each organization handles its own room set-up and may arrange the furnishings as needed, as long as they are not at risk of damage. Walls may not be used for mounting or hanging pictures and displays, except for the blue-panel walls in the Community Room West (where push pins may be used).

2 The Community Room can hold up to 75 chairs and tables, or half that number for the East and West sections. AV equipment and video conferencing are generally available for use.

3 Organizations which serve refreshments are responsible for any clean-up needed. Any group wishing to use a coffee pot or other library-owned kitchen equipment must receive permission. Trash and garbage should be removed from the building.

4 Organizations that use the meeting room for exhibits should ensure the safety of exhibit items by making their own security arrangements. The library is not responsible for the safety of materials on exhibit.

5 Smoking is prohibited in all areas of the library. Alcohol and illegal drugs are also prohibited. Pets and animals, other than necessary guide animals, are not allowed without the permission of the Director.

### **Publicity**

Publicity for any event held in the meeting rooms must clearly state that the organization is the sponsor and the library is the location.

- The library's name and address may not be used as a mailing or contact address for any group or event.
- The library's telephone number may not be used as the contact number or for registration for the group and its meeting.
- **Advertising must clearly state that an event is NOT sponsored, co-sponsored, or approved by the library.** The library may not be listed or advertised as the headquarters or standing meeting place of any group.

### **Policy**

The Board may modify, amend, or supplement this policy (and any rules and regulations) as it deems necessary. At its discretion, the Board may exempt itself, or any other organization, as the Board deems appropriate, from the restrictions and requirements of this policy.

APPLICATION FOR MEETING ROOM USE

Date needed: \_\_\_\_\_ Time: \_\_\_\_\_

Approximate number of people expected: \_\_\_\_\_

Organization/agency: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

(Fees must be included with this form)

\_\_\_\_\_ For Profit \_\_\_\_\_ \$75 (up to 3 hrs.) \_\_\_\_\_ \$100 (3 hrs. +)

\_\_\_\_\_ Not for Profit \_\_\_\_\_ No fee. Donations are always welcome.

\_\_\_\_\_ Birthday or other party \_\_\_\_\_ \$50 (up to 3 hrs.) \_\_\_\_\_ \$75 (3 hrs. +)

Equipment Requested

\_\_\_\_\_ TV \_\_\_\_\_ Computer \_\_\_\_\_ DVD \_\_\_\_\_ Microphone \_\_\_\_\_ Zoom/Conferencing software

All events must end 1/2 hour before library closing. Groups are responsible for room setup. All trash must be removed by meeting room attendees. If a vacuum is needed one will be provided to you.

Contact person:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I have read IVPL's Meeting Room Policy and agree to abide by the library's rules and regulations governing use. I agree to hold IVPL harmless from any claim or demand made against it because of use of the room.

Date \_\_\_\_\_ Signature \_\_\_\_\_

\* \* \* \* \*

(to be completed by library staff)

Staff \_\_\_\_\_

Location: ( ) Community Room all

( ) Community Room NE, with windows ( ) Community Room West, near hall

( ) Pennsylvania Room ( ) Study Room 1

Director's Signature \_\_\_\_\_

Date: \_\_\_\_\_